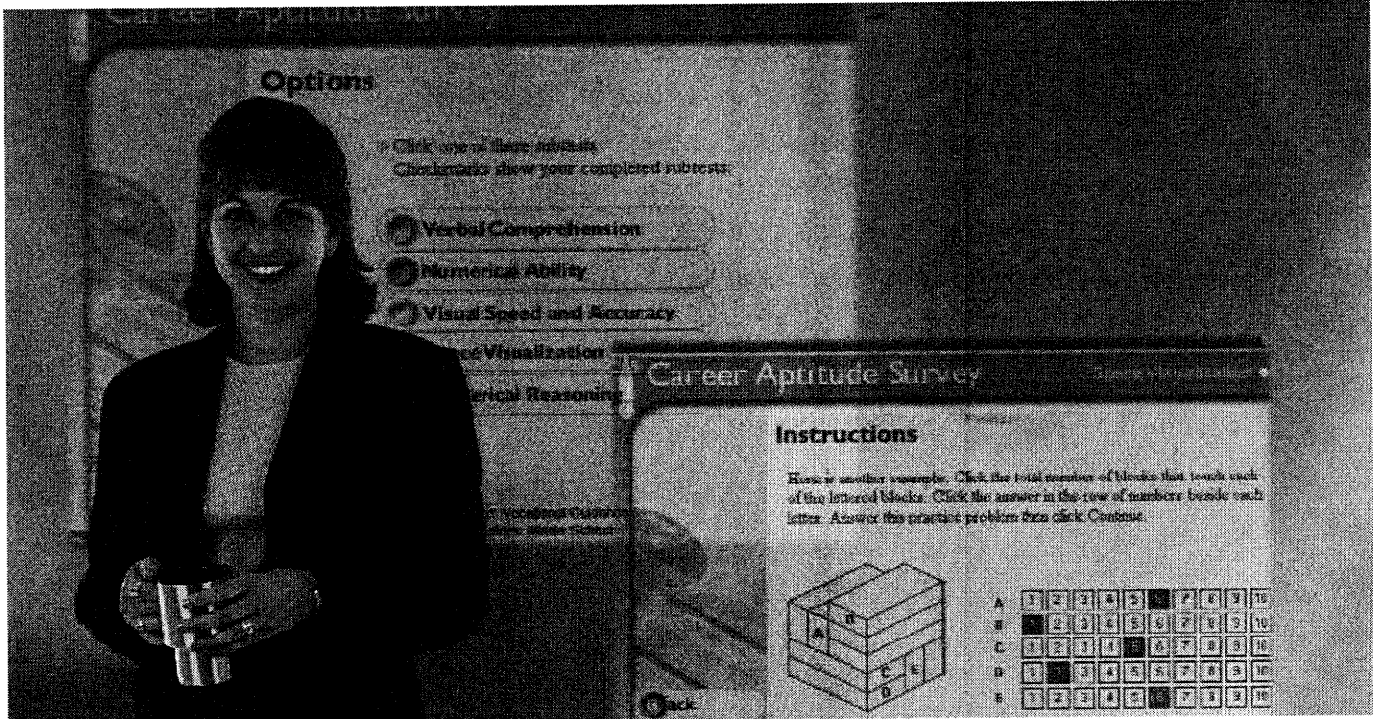


2006

South Dakota Career Assessment Program (SDCAP) Administration Guide



Look inside for...

Getting Started with SDCAP

SDCAP Accountability Reports

Annual School and Statewide Summary Reports


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Visit www.bridges.com/sdcap for more information and support materials.

I. Introduction

The *South Dakota Career Assessment Program (SDCAP)* is required by South Dakota Administrative Board Rule 24:03:06:17 Testing Program. In addition to testing requirements found at SDCL 13-3-55, school districts shall administer an ability test to all pupils in grades four to eight during the spring norming period of each year, using a recognized ability test provided by the division. School districts shall administer an aptitude and interest assessment during the fall norming period in grade eight or nine, using an instrument provided by the division. The results of these assessments are to be provided to each student and a summary of the results provided to each participating school, as soon as practicable after testing of schools has been completed.

In addition to the career assessments, the State asks those students who are administered the assessments to respond to 11 questions concerning their career planning. The responses to these questions are also provided to each school, as part of the report of summary results. Responses to the 11 questions should allow each school to evaluate progress in career planning by their students and make appropriate modifications to their program.

A secondary goal of the *SDCAP* program is to accomplish the administration of the annual career assessments using a website which has been developed for this purpose. This manual is designed to answer questions about the administration of the *SDCAP* program and provide basic information on the career assessments and their use with students.

The two career assessments used in the *SDCAP* program are: The *O*NET Interest Profiler (IP)*, which is designed to assess career interests, and the *Career Aptitude Survey (CAS)* which is designed to measure career aptitudes. A complete description of each of these assessments is provided at www.bridges.com/sdcap. These descriptions, and the accompanying references are intended to familiarize you with each instrument and to assist you in using the results obtained from these assessments to evaluate students' overall performance.

For additional information on how best to use this product, visit: www.bridges.com/sdcap, or call customer support at 1-800-281-1168.

2. Technical Requirements

Windows-based PCs:

- Windows 98 or higher
- Pentium-class PC
- 16 MB RAM.
- 9 MB free hard drive space
- Color monitor with 256 colors; 800x600 high-color resolution (16-bit) and small fonts enabled

Novell Netware users:

- Windows 98 requires Novell client 3.32 SP1 • Pentium-class PC
- Windows NT/2000/XP requires Novell client 4.83 SP1

Macintosh PCs:

- System 8.6 or higher (OS 10 will only run in classic mode) or higher
- PowerPC processor or above
- 32 MB RAM
- 12 MB free hard drive space

Note: *SDCAP* can be installed to a Network or to Workstation (Standalone).

If you require further assistance, please contact Customer Support at 1-800-281-1168.

3. Testing Schedule

The *SDCAP* testing period has been set for October 17, 2005 – January 31, 2006.

Should you have any questions or challenges regarding the *SDCAP* program, please write or e-mail:

The South Dakota Technical Education Resource Center
Attn: Steven Rounds
800 Governor's Drive
Pierre, SD 57501
E-mail: steven.rounds@state.sd.us

Please note: Telephone requests cannot be honored.

4. Getting Started with South Dakota Career Assessment Program

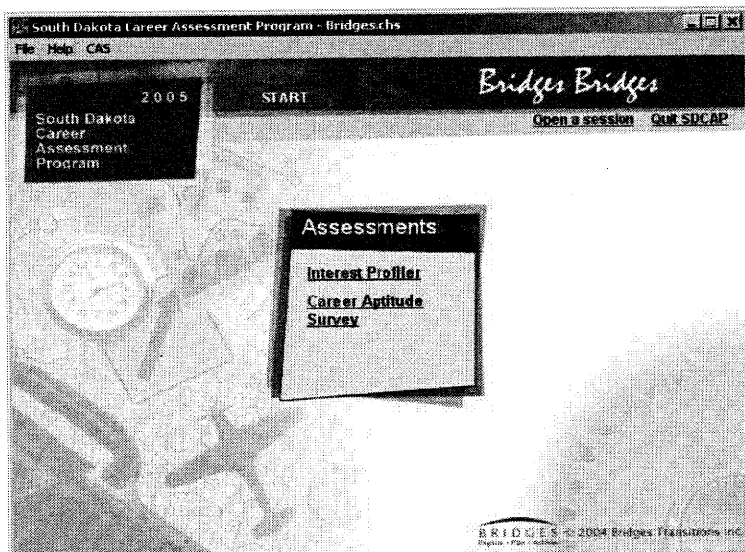
4-1 SDCAP Installation and Testing Instructions - PC/Windows™ Version

1. Download the PC version of *SDCAP* from www.bridges.com/sdcap.
 - You will need the *SDCAP* access ID to install the PC version. Please check with the *SDCAP* testing coordinator at your school for your 7-digit *SDCAP* access ID.
 - We recommend you install to a server and then map to workstations. (*SDCAP* cannot be installed to the *Choices* folder).
 - The Session and On Track folders must have full rights assigned.
2. For the *CAS* tests, the program default time is 30 min. (Vocational Guidance).
3. To adjust the test for special needs students, select Career Exploration for 55 min. total time. From the start screen, select the *CAS* menu and choose *CAS* Administration (the password is start) and change the time in the norms tab.
4. Have students create a session file and take the *Interest Profiler* and *CAS*. They will be required to fill out a student survey before they can begin the tests. They have the option to print out their results after finishing the *Interest Profiler* and *Career Aptitude Survey* portions.
5. Once completed, the *SDCAP* test results will automatically be sent to us over the Internet.
6. Bonus: the special needs students' results will be saved along with all student accounts within the school's *SDCAP* ID. This means the collection and reporting of schools' results will be easier since they will be all in one place.

4.2 SDCAP Installation and Testing Instructions - Macintosh

1. Download the MAC version of *SDCAP* from www.bridges.com/sdcap
2. Download manager automatically starts the download process
3. Drag *SDCAP* installer into Stuffit-expander
4. This will create the *SDCAP* 2006 installer application. Double-click this application to begin the *SDCAP* 2006 install.
5. Click continue, and accept conditions of the site license agreement.
6. Click on continue, and choose install location (Note: if you have previously installed Choices, do not install to the *Choices* folder) Click install.
7. When prompted, click quit.
8. You will then be prompted for the access ID for *SDCAP*, which was provided to the *SDCAP* testing coordinator during *SDCAP* training.
9. For the *CAS* tests, the program default time is 30 min. (Vocational Guidance).
10. To adjust the test for special needs students, select Career Exploration for 55 min. total time. Go to the *CAS* menu and select *CAS* Administration (the password is start) and change the time in the norms tab.
11. Have students create a session file and take the *Interest Profiler* and *CAS*. They will be required to fill out a student survey before they can begin the tests. They have the option to print out their results after finishing the *Interest Profiler* and *Career Aptitude Survey* portions.

4-3. Preparing for CAS Testing



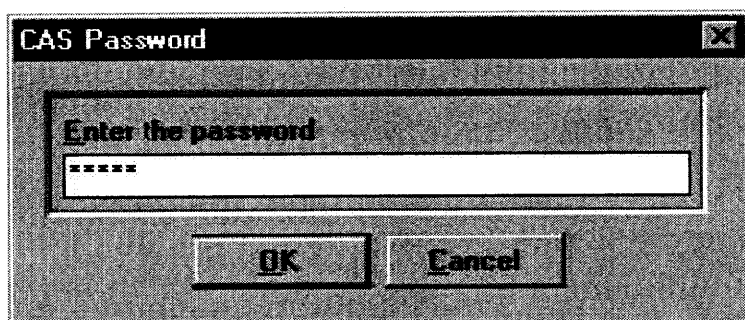
Testing Coordinator:
Before testing begins ensure
these steps are taken.

1. On the Start screen, click **CAS** and choose **CAS Administration** to select or confirm the appropriate norm table and test administration.

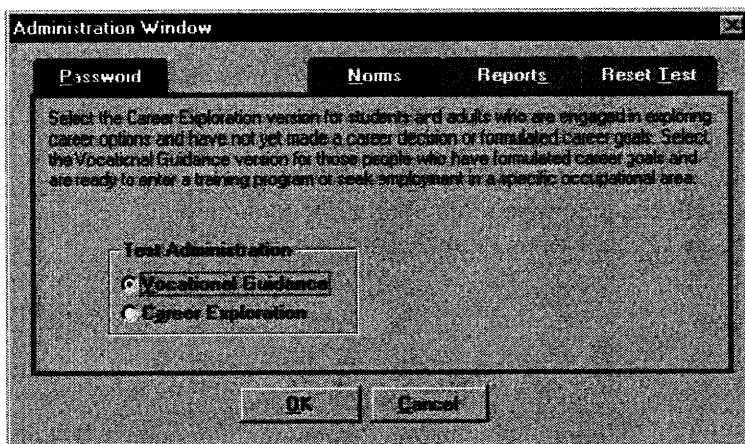
For Mac users, *CAS* administration is located at the top of the screen under *CAS*. The options appear on the left-hand side of the screen, and include:

1. *CAS* password
2. User Records
3. Norm settings
4. Report
5. Reset Test

Mac users will note the same functionality as these Windows instructions however screenshots and steps may differ slightly.



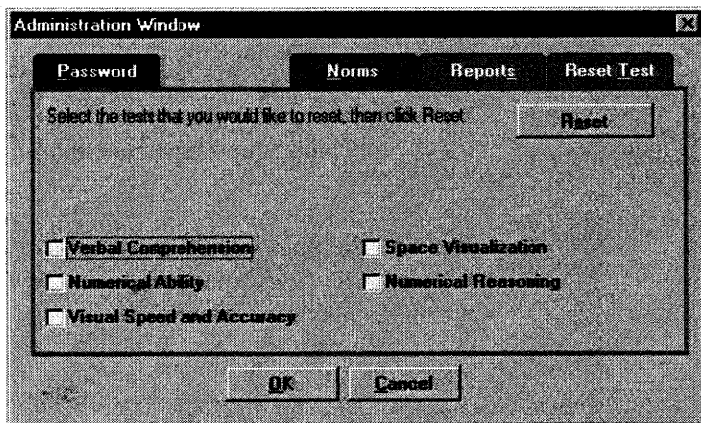
2. You will be prompted for the password which is **start**. Enter the password and click **OK**.



3. Click the **Norms** tab and choose the appropriate test administration and composite norm table for testing.

Note: *SDCAP* testing is set as a default to **Vocational Guidance** (30 min.).

For *Special Needs Students*, change to **Career Exploration** (55 min.)



- * Please note the **Reset Test** button. The administrator can use this feature to reset a previously completed test so that the user can take the test again. This is a useful feature if a user is interrupted during a test.

4-4. Collecting *SDCAP* Test Results

Once students have completed the two portions of the *SDCAP* tests, their results are automatically sent to Bridges over the internet. Please ensure that if your students do not complete both assessments at one time, that they open their previously created session to complete the remaining assessments.

After the results are saved, students can print their test results, or use them to search for occupations in *Choices CD* or *Choices Planner*.

5. Interest Profiler At a Glance

The *O*NET Interest Profiler* is a computer-based career self-assessment tool which helps students discover the type of work activities and occupations they would like and find exciting. Using the *Interest Profiler*, students can identify and learn about broad interest areas most relevant to themselves. They can use their interest results to explore the world of work.

Students receive an accurate, reliable profile of their vocational interests that:

- provides valuable self-knowledge about their vocational personality types,
- fosters career awareness of matching occupations, and
- directly links the client to the entire world of work via the tailored *O*NET* occupational descriptions found on the Web and in the *Choices* system.

The *Interest Profiler* is based upon the most up-to-date knowledge of vocational theory and practice. The instrument is composed of 180 questions describing work activities that represent a wide variety of occupations, as well as a broad range of training levels. Interest Areas are compatible with Holland's (1985a) R-I-A-S-E-C constructs: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional. The Holland typology is grounded in a rich and extensive research history, is widely accepted and used by counselors, and is well-received by students when used in either automated or paper-and-pencil delivery formats.

5-1 Interest Profiler Testing

1. Click on *Interest Profiler*.
2. Start the *Interest Profiler*. There is no time limit, students must answer all 180 questions.
Once completed, the results can be viewed and printed.
3. Use the *Interest Profiler* results to:
 - Review matching occupations.
 - Compare interest results to selected occupations.
4. Click Exit to finish.

6. Career Aptitude Survey At A Glance

The *Career Aptitude Survey (CAS)* is a computerized, multi-aptitude test battery that gives students a snapshot of their potential for specific occupations.

The following provides step-by-step directions for taking the *CAS* assessments, as part of the *SDCAP*.

1. Click Career Aptitude Survey from the *SDCAP* main page.
2. Click which assessment you would like to complete first.
3. Read the instructions and practice questions carefully.
4. Click Start the test and answer all the questions. Click Finish. A message will appear asking you to confirm that you are finished. Click OK.
5. As you complete each subtest, you will notice a check mark next to each assessment. Continue until all five assessments are complete. When finished, a report of your results will be displayed.

To Print the Results

6. Click Print Preview to preview the report before it is printed.
7. Choose Print to print the report and close to return to the results page.
8. Click Exit to return to the *SDCAP* main page.

6-1. CAS Testing Options

CAS for Career Exploration (Recommended for special needs students)

The CAS for Exploration version has a testing time of ten minutes for verbal comprehension, space visualization and numerical reasoning tests except for the Visual Speed and Accuracy survey test which has the testing time of five minutes. The Numerical Ability has three parts for a total of 20 minutes. The extra testing time provided on the CAS for Exploration administration gives examinees the opportunity to test their aptitudes in a less speeded testing environment. This approach ensures that individuals with little experience in test taking or with test anxiety may be able to demonstrate their competencies. The results may be used by examinees to identify their aptitude strengths and weaknesses. This administration is ideal for 8th grade, high school students or adults who are engaged in exploring career options and have not yet made career decisions or formulated career goals.

Career Exploration Testing Times

| | |
|----------------------------|-------------------------|
| Verbal | 10 Minutes |
| Numerical..... | 20 Minutes |
| Visual speed/accuracy..... | 5 Minutes |
| Space visualization..... | 10 Minutes |
| Numerical reasoning..... | 10 Minutes |
| | 55 Minutes Total |

CAS for Vocational Guidance

The CAS for Vocational Guidance has a testing time of five minutes for all survey tests except for Numerical Ability which is divided into three parts for a total of 10 minutes. The results of this administration may be used by examinees to compare their scores with aptitude requirements of occupational groups. This administration is suited for high school students or adults who have formulated career goals and are ready to enter a training program or seek employment in a specific occupational area.

Administrators can use the "Reset Test" feature to reset a previously completed test so that a user can take a test again. This is a useful feature if a user is interrupted during a test.

Vocational Guidance Testing Times

| | |
|----------------------------|-------------------------|
| Verbal | 5 Minutes |
| Numerical..... | 10 Minutes |
| Visual speed/accuracy..... | 5 Minutes |
| Space visualization..... | 5 Minutes |
| Numerical reasoning..... | 5 Minutes |
| | 30 Minutes Total |

7. SDCAP OnTrack Accountability Reports

1. Launch System Manager which is located in SDCAP 2006\Apps\wsysman.exe (for Windows) or SDCAP\2006\System Manager\System Manager (for MAC)
2. Enter the Password (setup)
3. Select OnTrack Accountability reports
4. Choose the report you wish to view
5. Follow the instructions and print your reports or export your reports to an excel spreadsheet.

You may select any of the following reports;

- Individual User Reports to check the progress of an individual user.
- Sort and Select Users to create lists of users based on information entered and results obtained.
- Usage Reports to check the usage of SDCAP and its components.
- Monthly Reports to check the usage of SDCAP per month.

8. Interpreting Interest Profiler & CAS Results.

The *Interest Profiler (IP)* and *Career Aptitude Survey (CAS)* assessments are interpreted independently. However, they can be used in combination with other factors, such as Earnings, Required Education, Work Values, Working Conditions, etc. as part of the *Choices* Occupational Search to provide a “whole person” career assessment of each student.

The *Interest Profiler*, consisting of 180 questions, provides a profile report that contains the relative scores students receive on each of the six Holland types. Review and download the *O*NET Interest Profiler Technical Overview*, for details about the Holland Vocational Personality Theory and Model. Students receive the *Interest Profiler* profile report while they are connected to the SDCAP website. The key information provided in the profile report is the student’s primary and secondary interest areas which are compatible with the Holland type. As a result of their answers to the inventory, the students receive a list of occupations for their primary and secondary interest areas, indicating the occupations in which they would be most interested.

This listing of occupations can then be used by the student, in conjunction with other factors, to search for occupations that meet their personality needs and preferences.

The *CAS*, which consists of a five-test battery, provides a profile report that contains scores which students receive on each of the five tests in the battery. The scores are intended to provide the student with an indication of their relative strengths and weaknesses on aptitudes that are important for work activities encountered in a large number of occupations in the United States and Canadian economy. A score is provided for Verbal Comprehension, Numerical Ability, Visual Speed and Accuracy, Space Visualization, and Numerical Reasoning. (See Section 13, Career Aptitude Survey Overview, for definitions of what the five tests measure and other technical data on reliability, validity, and normative.

The score received when the student finishes all five timed tests is a raw score which the computer program then converts to a normal curve which offers the student a categorized percentile rank in one of five levels:

- Level 1 = Top 10% of the working population (Highest)
- Level 2 = Top Third of the working population (excluding the top 10%) (Above Average)
- Level 3 = Middle Third (Average)
- Level 4 = Bottom Third (except bottom 10%) (Below Average)
- Level 5 = Bottom 10% of the working population (Lowest).

Based upon the scores of the five tests, the student is provided with a list of occupations that match the results of the battery. This listing of occupations can then be used by the student -- in conjunction with the *Interest Profiler* results and other factors -- to search for occupations which meet the student's needs and preferences.

9. Annual School and Statewide Summary Reports

A summary report of the results for each participating school will be provided to each school as soon as possible after testing of schools has been completed. Given no unforeseen difficulties, this report should be available no later than January 31, 2006. In addition, SDCAP requires that a statewide summary report which "rolls up" the results of all participating schools be made available to all schools and the South Dakota Technical Resource Center on an annual basis. This report should be available no later than the end of February 2006.

10. Importing SDCAP results into Choices' CD Edition

After completing the *SDCAP Interest Profiler* and *CAS* tests, students can use their results in *Choices CD 2006* to search for occupations matching both their interests and aptitudes.

Students have two methods to enter their test results in *Choices*.

A. Print out and manually enter SDCAP results

1. Open *Choices* session file
2. Choose Occupations with Post-Secondary Schools
3. Select Search
4. Choose Aptitudes or Interests
5. Select Use or Change and enter the results of the *SDCAP Career Aptitude Survey* or *Interest Profiler*. Click OK.
6. View the list of matching occupations based on *SDCAP* test results.

B. Import results directly from the *SDCAP* session file.

1. Open *Choices* session file
2. Choose Occupations with Post-Secondary Schools
3. Select Search
4. Choose Aptitudes or Interests
5. Select Use or Change
6. Click Import
7. Locate the *SDCAP* session folder within the *SDCAP* main folder
8. Open the session folder and select *SDCAP* session file
9. Select and open the desired file
10. Click OK. If prompted, enter *SDCAP* session file password. Results will be imported into *Choices* session file.
11. View the list of matching occupations